

CHEMICAL HEALTH PROCEDURES

Goals and Philosophy

Findlay City Schools believes that a chemical health policy is part of a comprehensive education on substance abuse for students (e.g. health curriculum, counseling services, red ribbon week, etc.) and is complemented by the extra-curricular activities rules and eligibility policy 9.22. This policy also reemphasizes the Board of Education's support of student programs that assist students and parents in dealing with many of today's unique challenges. The following philosophical belief statements put in context the responsibility the Board of Education believes is important.

1. We believe drug testing is designed to create a safe, drug-free environment for students assist them in getting help when needed.
2. We believe there is no such thing as responsible use of controlled substance/mood altering chemicals, alcohol, or tobacco/nicotine by any high school student. Adolescent use is not only against the law, it jeopardizes the students' health, and it inhibits attainment of individual potential. Therefore, any use of controlled substances/mood altering drugs, alcohol or tobacco/nicotine by student athletes, participants in extra-curricular activities that compete or perform, as well as those students with a parking permit, will not be tolerated.
3. We believe participation in athletics and/or extra-curricular activities, and parking on campus, is a privilege and not a right. By the acceptance of these privileges, our students are in a highly visible setting of leadership. Therefore these students will be held to a higher accountability of conduct and behavior than the student who chooses to neither participate nor to represent Findlay City Schools.
4. We believe violations in the Chemical Health policy in a school or community setting reflects poorly on the individual, family, team, organization, and school. Therefore, violations of this nature will carry penalties in regard to competitions, contests, performances, and/or parking privileges.
5. We believe it is essential to our school to create a drug – free environment. Therefore we will sample test as many students as possible that are eligible for drug testing. This includes athletes, extra-curricular participants, and parking pass permit holders.
6. We believe drug testing will be a deterrent and a justification for those who might otherwise succumb to peer pressure.

OVERVIEW OF DRUG TESTING

The procedure for drug testing of students in all extra-curricular activities, as well as Findlay City School parking permit holders, for grades 7-12 is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. The Vendor is provided by the Designated Official a list of eligible students and in turn randomly selects up to 50% of these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Principal or Designated Official by the MRO.

TYPES OF TESTING

1. Random Testing

A system will be used to ensure that up to 50% of students eligible for drug testing are selected in a random fashion for testing by the MRO. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.

2. Test Upon Suspicion

A Designated Official may choose to include an eligible student in the group of randomly chosen students for testing when there are reasonable grounds for suspecting that the student is or has used drugs.

TESTING PROCEDURES AND OPT-IN

1. Informed Consent for Testing

At the beginning of each year/season/activity or when a student moves into the district, students and parent/guardian/custodian will complete and sign **The Findlay City Schools Code of Conduct and Expectations Informed Consent Agreement**. No high school student may participate in athletic related extra-curricular activities, non-athletic extra-curricular activities, or purchase a parking permit, until this form is properly executed and on file with the school.

2. Drug Testing Frequency

During each season, activity or school year when a student moves into the School District, all students wishing to participate in athletics, extra-curricular activities and/or purchase a parking permit will be subject to drug testing for illicit or banned substances. Eligible students may be randomly tested anytime during the school year, or tested upon suspicion. Any student who refuses to submit to drug testing may not be permitted to participate in the Findlay City School District athletic related extra-curricular activities, non-athletic extra-curricular activities, or purchase a parking permit for their career.

3. Sample Collection

Samples will be collected as outlined under Vendor Requirements. Any eligible student selected randomly for drug testing who is not in school on the day of testing will be tested on the next available testing time. Students not able to provide an adequate specimen at the testing time will be unable to participate in their specified extra-curricular until the proper specimen is provided. If a student is unable to provide a valid sample within a reasonable time frame, alternative methods of testing may be performed. A student refusal to test, implicitly or explicitly, will be construed as a violation of this policy, and therefore may not be permitted to participate in the Findlay City School District athletic related extra-curricular activities, non-athletic extra-curricular activities, or purchase a parking permit for their career.

4. Parent Opt-In

A parent may request to have their child included in the drug testing pool of students by choosing to become an Opt-In Participant (see definition). When choosing the Opt-In option, the parents will be responsible for the cost of testing. The parent or legal guardian and student will be required to sign the testing consent form and notify the Principal of this request. There are two Opt-In options from which parents may choose:

- A. A parent may request that their child be included in the pool for a random drug test. Up to 50% of the eligible students in the pool may be randomly tested anytime during the school year.
- B. A parent may request that their child be included as one of the students tested during the next random drug testing cycle. In this case, the Opt-In student will be included in the next group of students tested, in addition to the randomly chosen students.

CONFIDENTIALITY OF RESULTS

All drug test results are considered confidential information and will be handled accordingly.

NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. However, a student may still be disciplined consistent with the Policy for Dealing with Drug, Alcohol and Anabolic Steroid Use and the Extra-Curricular Activities Rules and Eligibility. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, unless required by law. In the event of service of a subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified before response is made by the Findlay City School Board of Education, to the extent permitted by such subpoena or legal process.

**** Prohibition of Over-the-Counter Sports Enhancing Supplements.**

There exist several over-the-counter products known as sports enhancing supplements. The purpose of those supplements is to assist an athlete, enhance his/her overall physical development and some are designed to enhance a specific athletic event.

This District wants to be clear in conveying our belief that the use of any supplement(s) or product(s) designed to enhance performance is not endorsed or condoned. It is our hope that parents will support our view that the use of such supplements should be prohibited.

As a means of conveying our belief on the topic, our coaches, trainers and health teachers shall, through our curriculum, class meetings, and annual team orientations, address this issue with our students. The message we want to convey to our students is that preparation for athletic performance and a healthy lifestyle is best served through a proper and well-balanced nutritional diet and appropriate physical activity designed by our coaches, trainers, and weight room supervisors.

***A COMPLETE COPY OF THE FINDLY CITY SCHOOL CHEMICAL HEALTH POLICY 9.23 CAN BE FOUND AT:**

https://docs.findlaycityschools.org/District/Policies/9pol/9-23_FCS_Chemical_Health_Policy.pdf

PROCEDURES FOR DRUG TESTING FCS STUDENT

1. LIST OF ELIGIBLE STUDENTS

The Designated Official will prepare a list of eligible students. This list will be forwarded to the Vendor for the random selection of students who will submit to testing.

2. RANDOM SELECTION OF STUDENTS FOR TESTING

The Vendor will use a system to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.

3. SCHEDULING OF DRUG TESTING

Drug testing is unannounced. The day and date are selected by the Designated Official and confirmed with the Vendor.

4. TESTING YEAR

The testing year begins the date the first activity for the upcoming school year commences and continues for the remainder of the year.

5. FORM COMPLETION

The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the Policy for Random Chemical Testing of Findlay City School District Students and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the selected student, MRO, and School Official.

6. COLLECTION PROCESS

Selected Students are escorted from class to the collection site. A specimen is collected following this process:

- a. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc. are to be removed before entering the collection area.
- b. All students must have a picture ID or be identified by the Principal. No exceptions will be allowed.
 - Drug testing area must be secured during the testing.
 - Only lab technicians and students will be witness to the test.
 - Privacy must be kept for all students.
- c. When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.

- d. No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.
- e. Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.
- f. Students will be asked to hold out their hands and a sanitizer will be put on their hands. The bathroom personnel will add a dye to the toilet.
- g. Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
- h. Any and all adulteration of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)
- i. Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences.
- j. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be sent to the lab for immediate confirmation of tampering.
- k. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
- l. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.
- m. With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or walks out to talk with anyone, the sample will be invalid and the student will have to give another sample.
- n. This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.
- o. Any student that tests positive may be tested weekly for the term of a 5 week program with counseling at the expense of the student and or parent. Testing will be done by Great Lakes Biomedical only so long as this is the company the school selects.
- p. If a student is unable to provide a valid sample within a reasonable timeframe, alternative methods may be performed.

7. MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES

The MRO will review all results of drug testing. Any specimen testing non-negative for illicit drugs, banned substances, or adulteration will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the Chain of Custody.
- b. Depending on the substances found in the specimen, if necessary the parent/guardian/custodian will be contacted to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain the prescription from the prescribing physician, within five (5) working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
 - 1) For example, a drug screen positive for codeine may be ruled negative by the MRO when he receives a prescription from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction.

- 2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.
- 3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
- 4) The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- 5) Finally, the MRO, based on the information given, will certify the drug test results as positive. Positives will be reported to the Building Principal by phone.

8. PICK-UP PROCESS

The Vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

9. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

- a. The MRO will notify the parent of a positive result.
- b. The following will occur after notification of the parent:
 - 1) MRO or company manager will notify the Principal.
 - 2) After notified by the MRO, the Principal, will notify the parent/guardian/ custodian first, then the student and Designated Official of any positive results.
 - 3) A written notification from the Principal will be sent to the parent/guardian/custodian by certified mail. The Principal may keep all test results for a period up to seven years.
 - 4) The student will be notified and be required to submit to periodical follow-up urine tests throughout the current or next calendar year.
 - 5) If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five (5) working days from first notification of positive test results.
 - 6) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

10. Consequences:

Please refer to Board Policy 9.22: Extra-Curricular Activities/and Parking Permit Rules and Eligibility, for a complete description of consequences.

Revised 8/5/2011
Reviewed 6/18/2012
Revised 6/25/2019

FINDLAY CITY SCHOOL CODE OF CONDUCT AND EXPECTATIONS
INFORMED CONSENT AGREEMENT

AS A STUDENT:

I understand and agree that participation in extra-curricular activities and/or permission to drive to school and park on campus at Findlay City Schools as outlined in the overview of the policy is a privilege that may be withdrawn for violations of the **Code of Conduct and Expectations**.

I have knowledge, understanding, and agreement of the Code of Conduct and thoroughly understand the consequences that I will face if I do not honor my commitment to the Code of Conduct.

I understand and realize that there is risk of injury in participating in activities.

I understand that when I participate in any extra-curricular program, and/or if I own a parking permit, I will be subjected to drug testing; and if I refuse, I will not be allowed to practice or participate. I have knowledge, understanding, and agreement that a refusal to a test will be handled as a positive test.

I understand as a participant in extra-curricular activities / parking privileges the Code of Conduct is in effect year-round while enrolled within the Findlay City Schools.

Student Name (please print)

Grade

Student Signature

Date

AS A PARENT/GUARDIAN/CUSTODIAN:

I have knowledge, understanding and agreement with the **Code of Conduct** and understand the responsibilities of my son/ daughter/ participant in any extra-curricular program, and owning a parking permit in the Findlay City Schools.

I have knowledge, understanding and agreement that there is an assumed risk of injury involved for my son/ daughter/ participant in activities.

I have knowledge, understanding and agreement that my son/daughter/participant in any extra-curricular activity or possessing a parking permit may be subjected to drug testing and if they refuse, will not be allowed to practice or participate. I understand that a refusal to test will be handled as a positive test.

Parent/Guardian/Custodian Signature

Date

Parent/Guardian/Custodian Name (print)

Home Phone

Work Phone

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Revised 8/5/2011
Reviewed 7/31/2014
Reviewed 8/4/2014
Revised 6/25/2019